

~~SECRET~~

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 10-7-1

SECURITY
13 November 1962

CLASSIFICATION OF NPIC ACTIVITIES

25X1 1. In light of the history of NPIC, its previous method of operation, and the recent public attention drawn to the fact that CIA is the potential occupant of [] the Director of Central Intelligence has decided not to implement the light cover plan drawn up for NPIC several months ago. Instead, NPIC is to be treated, henceforth, as a classified activity and, from a security standpoint, administered accordingly.

2. The following instructions are to be observed by all personnel assigned to NPIC.

a. The title "National Photographic Interpretation Center" is classified CONFIDENTIAL and is to be handled as such in all correspondence and discussions.

b. The initials "NPIC" may be used among individuals and organizations officially aware of their meaning and when necessary to the conduct of business.

25X1 c. CIA occupancy of [] is not to be volunteered nor publicized to uncleared personnel. Such occupancy may be admitted, however, if in the judgment of the employee involved, circumstances permit no other sensible answer.

d. Personnel under the jurisdiction of NPIC may admit assignment to the building but shall not make indiscriminate or gratuitous admission of this fact. No reference to the nature of activities carried on in the building shall be made to uncleared personnel or to individuals who do not have a need-to-know.

25X1 3. CIA employees assigned to NPIC and CIA/PAD are, unless otherwise specifically advised, overt employees of the CIA. Supervisors shall insure that all CIA employees under their jurisdiction read [] which set forth instructions for disclosure of Agency functions, disclosure of Agency affiliations, canvasses for directories, credit references, group social activities, and public school questionnaires.

25X1

~~SECRET~~

SECRET

4. Department of Defense personnel assigned to NPIC or working in NPIC spaces are requested to use their parent military organization and its address in response to inquiries regarding employment and other similar matters. No reference to NPIC, its activities, location, or relation to CIA, should be made to uncleared personnel or to cleared personnel who do not have a need-to-know.

5. Specific instructions concerning safeguarding the classification of NPIC activities in such matters as mail handling, contractual affairs, etc., will be given to individuals concerned or will be covered in subsequent notices. Any questions concerning this matter should be referred through supervisory channels to the Chief, Administrative Staff.



25X1

Executive Director, NPIC

Distribution: #5

SECRET